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CLAIBORNE PARISH SHERIFF
Homer, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
June 30, 2000
With Supplemental Information Schedules

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and to other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date NOV 08 2000

VERNON R
COON
CERTIFIED PUBLIC ACCOUNTANT

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended June 30, 2000
With Supplemental Information Schedules

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Independent Auditor's Report

HONORABLE KENNETH VOLENTINE
CLAIBORNE PARISH SHERIFF
Homer, Louisiana

I have audited the general purpose financial statements of the Claiborne Parish Sheriff, a component unit of the Claiborne Parish Police Jury, as of June 30, 2000, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Claiborne Parish Sheriff's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards; and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Claiborne Parish Sheriff as of June 30, 2000, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Claiborne Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

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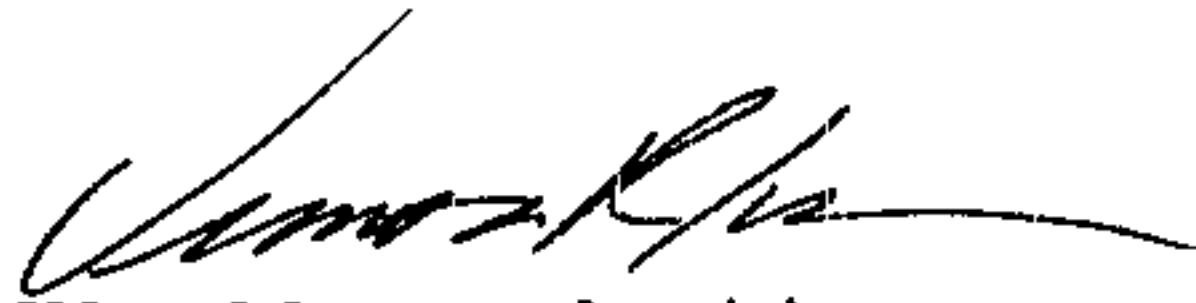
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GOVERNMENTAL
ACCOUNTING, AUDITING
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,
WEST MONROE,
LOUISIANA 71291
PHONE 318.325.2121
TOLL FREE LOUISIANA
1.800.541.5020
FAX 318.324.1630

CLAIBORNE PARISH SHERIFF

Homer, Louisiana
Independent Auditor's Report,
June 30, 2000

In accordance with *Government Auditing Standards*, I have also issued a report dated August 29, 2000, on my consideration of the Claiborne Parish Sheriff's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana
August 29, 2000

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 2000

...GOVERNMENTAL FUND TYPE...							
	SPECIAL REVENUE FUNDS		DETENTION CENTER CAPITAL PROJECTS FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	...ACCOUNT GROUPS... GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL (MEMORANDUM ONLY)
ASSETS	GENERAL FUND						
Cash and cash equivalents	\$576,816	\$2,421		\$115,218			\$694,455
Investments			1,160,541				1,160,541
Receivables	11,509						11,509
Due from other funds	57,696	86,952					144,648
Security deposit	300				\$6,647,308		300
Office furnishings and equipment							6,647,308
Amount to be provided for retirement of general long-term debt						\$7,862,321	7,862,321
TOTAL ASSETS	\$646,321	\$89,373	\$1,160,541	\$115,218	\$6,647,308	\$7,862,321	\$16,521,082
LIABILITIES AND FUND EQUITY							
Liabilities:							
Accounts payable	\$11,220	\$29,729	\$25,000				\$65,949
Withholdings payable	4,133						4,133
Unearned revenue	200,000						200,000
Due to other funds		57,223	86,952	\$473			144,648
Due to taxing bodies and others				114,745			114,745
Lease payable						\$362,321	362,321
Bonds payable						7,500,000	7,500,000
Total Liabilities	215,353	86,952	111,952	115,218	NONE	7,862,321	8,391,796
Fund Equity:							
Investment in general fixed assets					\$6,647,308		6,647,308
Fund balance - unreserved - undesignated	430,968	2,421	1,048,589				1,481,978
Total Fund Equity	430,968	2,421	1,048,589	NONE	6,647,308	NONE	8,129,286
TOTAL LIABILITIES AND FUND EQUITY	\$646,321	\$89,373	\$1,160,541	\$115,218	\$6,647,308	\$7,862,321	\$16,521,082

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended June 30, 2000

	GENERAL FUND	SPECIAL REVENUE	DETENTION CENTER CAPITAL	TOTAL (MEMORANDUM ONLY)
REVENUES				
Taxes - Ad valorem	\$728,881			\$728,881
Intergovernmental revenues:				
Federal grants - federal revenue	24,722			24,722
State grants:				
State revenue sharing (net)	89,439			89,439
State supplemental pay	64,800			64,800
Other state grants	24,257			24,257
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	32,187			32,187
Civil and criminal fees	82,924			82,924
Court attendance	2,075			2,075
Transportation of prisoners	1,198			1,198
Feeding and keeping of prisoners	274,509			274,509
Other	1,882	\$36,289		38,171
Use of money and property	34,532	3	\$170,512	205,047
Other revenue	602	250		852
Total revenues	<u>1,362,008</u>	<u>36,542</u>	<u>170,512</u>	<u>1,569,062</u>
EXPENDITURES				
Current:				
Public Safety:				
Personal services and benefits	936,373	61,390		997,763
Operating services	218,069	35,522	21,830	275,421
Materials and supplies	137,158	116,240		253,398
Travel and other	13,576			13,576
Debt service			440,104	440,104
Capital outlay	168,366		4,480,307	4,648,673
Total expenditures	<u>1,473,542</u>	<u>213,152</u>	<u>4,942,241</u>	<u>6,628,935</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(111,534)</u>	<u>(176,610)</u>	<u>(4,771,729)</u>	<u>(5,059,873)</u>
OTHER FINANCING SOURCES				
Transfers in		175,636		175,636
Transfers out			(175,636)	(175,636)
Sale of assets	7,397			7,397
Proceeds from revenue bonds			2,815	2,815
Regions lease			362,321	362,321
Total other financing sources	<u>7,397</u>	<u>175,636</u>	<u>189,500</u>	<u>372,533</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES	<u>(104,137)</u>	<u>(974)</u>	<u>(4,582,229)</u>	<u>(4,687,340)</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>535,105</u>	<u>3,395</u>	<u>5,630,818</u>	<u>6,169,318</u>
FUND BALANCES AT END OF YEAR	<u>\$430,968</u>	<u>\$2,421</u>	<u>\$1,048,589</u>	<u>\$1,481,978</u>

(Concluded)

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND
AND SPECIAL REVENUE FUNDS

Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 2000

GENERAL FUND.....		SPECIAL REVENUE FUNDS....		
			VARIANCE FAVORABLE (UNFAVORABLE)			VARIANCE FAVORABLE (UNFAVORABLE)
	<u>BUDGET</u>	<u>ACTUAL</u>		<u>BUDGET</u>	<u>ACTUAL</u>	
REVENUES						
Taxes:						
Ad valorem	\$711,000	\$728,881	\$17,881			
Intergovernmental revenues:						
Federal grants - federal revenue	20,220	24,722	4,502			
State grants:						
State revenue sharing (net)	88,150	89,439	1,289			
State supplemental pay	70,000	64,800	(5,200)			
Other state grants	22,000	24,257	2,257			
Local grant						
Fees, charges, and commissions for services:						
Commissions on licenses and taxes	30,000	32,187	2,187			
Civil and criminal fees	78,750	82,924	4,174			
Court attendance	2,400	2,075	(325)			
Transportation of prisoners	2,500	1,198	(1,302)			
Feeding and keeping of prisoners	260,000	274,509	14,509			
Other		1,882	1,882	\$36,000	\$36,289	\$289
Use of money and property	25,000	34,532	9,532		3	3
Other revenue	500	602	102		250	250
Total revenues	<u>1,310,520</u>	<u>1,362,008</u>	<u>51,488</u>	<u>36,000</u>	<u>36,542</u>	<u>542</u>
EXPENDITURES						
Public safety:						
Current:						
Personal services and benefits	960,000	936,373	23,627	56,900	61,390	4,490
Operating services	240,000	218,069	21,931		35,522	35,522
Materials and supplies	150,000	137,158	12,842	38,800	116,240	77,440
Travel and other charges	17,500	13,576	3,924			
Capital outlay	180,000	168,366	11,634			
Total expenditures	<u>1,547,500</u>	<u>1,473,542</u>	<u>73,958</u>	<u>95,700</u>	<u>213,152</u>	<u>(117,452)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(236,980)</u>	<u>(111,534)</u>	<u>125,446</u>	<u>(59,700)</u>	<u>(176,610)</u>	<u>(116,910)</u>

(Continued)

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND

AND SPECIAL REVENUE FUNDS

Combined Statement of Revenues, Expenditures,

and Changes in Fund Balances - Budget

(GAAP Basis) and Actual, 2000

GENERAL FUND.....		SPECIAL REVENUE FUND.....		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
OTHER FINANCING SOURCES						
Sale of assets	\$7,300	\$7,397	(\$97)			
Transfers in					\$175,636	\$175,636
Total financing sources	<u>7,300</u>	<u>7,397</u>	<u>97</u>	<u>NONE</u>	<u>175,636</u>	<u>175,636</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	(229,680)	(104,137)	125,543	(\$59,700)	(974)	58,726
FUND BALANCES AT BEGINNING OF YEAR	<u>537,228</u>	<u>535,105</u>	<u>(2,123)</u>	<u>3,395</u>	<u>3,395</u>	
FUND BALANCES AT END OF YEAR	<u><u>\$307,548</u></u>	<u><u>\$430,968</u></u>	<u><u>\$123,420</u></u>	<u><u>(\$56,305)</u></u>	<u><u>\$2,421</u></u>	<u><u>\$58,726</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2000

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

The sheriff has the responsibility for enforcing state and local laws, ordinances, et cetera, within the territorial boundaries of the parish. The sheriff provides protection to the residents of the parish through on-site patrols, investigations, et cetera, and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. Additionally, the sheriff, when requested, provides assistance to other law enforcement agencies within the parish.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Claiborne Parish Police Jury is the financial reporting entity for Claiborne Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Claiborne Parish Police Jury for financial reporting purposes. The basic criterion for including a potential general purpose within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

- a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains the sheriff's office and provides funds for various operations of the parish jail, the sheriff was determined to be a component unit of the Claiborne Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. FUND ACCOUNTING

The sheriff uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of only governmental and fiduciary funds and are described as follows:

Governmental Fund Type -

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund and is used to account for the operations of the sheriff's office. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources such as ad valorem taxes, sales taxes, state grants and state and parish funds for maintaining state and parish prisoners. Those revenues are legally restricted, either by tax proposition or grant agreement, to expenditures for specified purposes.

Capital Projects Fund

The capital projects funds account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

Fiduciary Fund - Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C. FIXED ASSETS AND LONG-TERM DEBT

General fixed assets are not capitalized in the fund used to acquire or construct them. Instead, capital acquisitions are reflected as expenditures (capital outlay) in the General Fund and the related assets are reported in the general fixed assets account group. General fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 1 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 99 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. Long-term debt, such as bonds payable, are recognized as a liability of a governmental fund only when due.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The sheriff uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

Intergovernmental revenues and fees, charges, and commissions for services are recorded when the sheriff is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Substantially all other revenues are recognized when received by the sheriff.

Based on the above criteria, ad valorem taxes, intergovernmental revenues and fees, charges, and commissions for services have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis when the related fund liability is incurred.

Other Financing Source

Sale of assets and transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

E. BUDGET PRACTICES

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. Public hearings are held at the Claiborne Parish Sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

Appropriations lapse at year-end and must be reappropriated for the following year to be expended. Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2000, the sheriff has cash (book balances) totaling \$694,455, as follows:

Demand deposits	\$594,005
Petty cash	450
Time deposits	<u>100,000</u>
Total	<u><u>\$694,455</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These deposits are held in the name of the pledging fiscal agent bank holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 2000, are secured as follows:

Bank balances	<u><u>\$808,364</u></u>
Federal deposit insurance	\$429,596
Pledged securities	<u>1,537,771</u>
Total	<u><u>\$1,967,367</u></u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the sheriff's name.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

G. INVESTMENTS

Under state law, the sheriff may invest funds in obligations of the United States, in federally insured investments, or in time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. Investments in marketable securities with readily determinable fair values are reported at their book values on Statement A. Unrealized gains and losses are not included in operations on Statement B. Investments are categorized into three categories of credit risk:

1. Insured or registered, or for which the securities held by the sheriff or its agent in the sheriff's name.
2. Uninsured and unregistered, with securities held by the bank's trust department or agent in the sheriff's name.
3. Uninsured and unregistered, with securities held by the bank, or by its trust department or agent but not in the sheriff's name.

At fiscal year-end, the sheriff's investment balances were as follows:

	Reported Amount	Fair Value	Unrealized Gain
United States Treasury Notes - Category 2	<u>\$1,160,541</u>	<u>\$1,174,422</u>	<u>\$13,881</u>

H. VACATION AND SICK LEAVE

Employees earn 2 weeks of vacation leave after one year of employment and 3 weeks of vacation leave after 10 years of employment. Vacation leave does not accumulate. Employees earn 15 days of sick leave during the first year of employment. An extra day of sick leave is earned for each year of employment after the first year, until a maximum of 30 days of sick leave is earned. Sick leave does not accumulate. There are no accumulated and vested vacation and sick leave benefits at June 30, 2000, which require accrual or disclosure to conform with generally accepted accounting principles.

I. RISK MANAGEMENT

The sheriff is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the sheriff maintains commercial insurance policies covering his automobiles and surety bond coverage. No claims were paid on any of the policies during the past three years which

CLAIBORNE PARISH SHERIFF
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Notes to the Financial Statements (Continued)

exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2000.

**J. TOTAL COLUMN ON THE
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. RECEIVABLES

The General Fund receivables of \$11,509 at June 30, 2000, are as follows:

<u>Class of receivables:</u>	
Intergovernmental revenues:	
Federal grants	\$2,233
State supplemental pay	5,400
Other state grants	362
Fees, charges, and commissions for services:	
Court attendance	1,950
Transportation of prisoners	781
Use of money and property	559
Other	224
Total	<u>\$11,509</u>

3. DUE FROM/TO OTHER FUNDS

Individual balances due from/to other funds at June 30, 1999, are as follows:

	<u>Due To</u>	<u>Due From</u>
General Fund		\$57,696
Detention Center Operating Fund	\$57,223	86,952
Detention Center Construction Fund	86,952	

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

	<u>Due To</u>	<u>Due From</u>
Criminal Fund	\$473	
Total	<u>\$144,648</u>	<u>\$144,648</u>

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment for the year ended June 30, 2000, follows:

	Beginning Balance	Additions	Deletions	Ending Balance
General Fund - vehicles and equipment	\$576,181	\$172,605	(\$12,924)	\$735,862
Detention Center:				
Land and improvements	78,100	136,082		214,182
Buildings		5,415,530		5,415,530
Furniture and equipment		275,734		275,734
Vehicles		6,000		6,000
Construction in progress	1,353,040	4,474,307	(5,827,347)	NONE
Sub-total Detention Center	<u>1,431,140</u>	<u>10,307,653</u>	<u>(5,827,347)</u>	<u>5,911,446</u>
Total	<u>\$2,007,321</u>	<u>\$10,480,258</u>	<u>(\$5,840,271)</u>	<u>\$6,647,308</u>

5. PENSION PLAN

Substantially all employees of the Claiborne Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs and all deputies who are 18 years or older at the time of original employment, who earn not less than \$400 per month if employed after September 7, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; and \$800 if employed after January 1, 2000 are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to 3.33 percent of their final-average salary for each year of credited service. The retirement benefit cannot exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Pension and Relief Fund, 6554 Florida Blvd., Suite 215, Baton Rouge, Louisiana 70806, or by calling (800) 586-9049.

Plan members are required by state statute to contribute 9.7 percent of their annual covered salary and the Claiborne Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0 percent (6.0 percent after June 30, 2000) of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Claiborne Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statue 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Claiborne Parish Sheriff's contributions to the System for the years ended June 30, 2000, 1999, and 1998 were \$37,003, \$35,719, and \$34,973, respectively, equal to the required contributions for each year.

6. POST RETIREMENT BENEFITS

The Claiborne Parish Sheriff provides certain health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the sheriff. The sheriff recognizes the cost of providing these benefits (the sheriff's cost of premiums) as an expenditure when the monthly premiums are due, which was \$116,706 for the year ended June 30, 2000. Of this amount, \$10,638 was for retiree benefits.

7. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others follows:

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

	Civil Fund	Criminal Fund	Inmate Trust Fund	Tax Collector Fund	Total
Balance at 7/1/99	\$2,400	\$31,256	\$739	\$99,146	\$133,541
Additions	\$582,707	\$265,741	\$33,485	\$5,542,785	\$6,424,718
Reductions	(582,052)	(256,240)	(32,269)	(5,572,953)	(6,443,514)
Balance at 6/30/00	<u>\$3,055</u>	<u>\$40,757</u>	<u>\$1,955</u>	<u>\$68,978</u>	<u>\$114,745</u>

8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions (revenue bonds) for the year ended June 30, 2000:

Balance at July 1, 1999	\$7,500,000
Additions	NONE
Retirements	<u>NONE</u>
Balance at June 30, 2000	<u>\$7,500,000</u>

Revenue bonds payable at June 30, 2000, are comprised of the following issue:

\$7,500,000 -2000 bonds for the acquisition and construction of a detention center. Principal is due in annual installments of \$215,000 to \$1,280,000 through September 1, 2020. Interest rates is 6.25 per cent. Debt retirement payments are to be made from Detention Center Debt Service Fund.	<u>\$7,500,000</u>
--	--------------------

The annual requirements to amortize all general obligation bonds outstanding at June 30, 2000, including interest of \$6,197,499, are as follows:

<u>Year</u>	<u>Amount</u>
2001	\$468,750
2002	468,750
2003	677,031
2004	678,125
2005-2009	3,379,062
2010-2014	3,361,094

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

2015-2019	\$3,344,687
2020	<u>1,320,000</u>
Total	<u>\$13,697,499</u>

Revenue bonds totaling \$7,500,000 at June 30, 2000, are secured by a cooperative endeavor agreement with the Department of Public Safety and Corrections. This agreement provides that the Department of Public Safety and Corrections will provide and maintain an inmate population of not less than forty percent (40%) of the 400 bed detention facility.

9. DETENTION CENTER OPERATING FUND

The detention center loan agreement provides for funding of operating the detention center until the center is operational and revenues are received. All expenditures of the operating fund are paid with transfers from the construction fund.

10. UNEARNED REVENUES

Commissions of \$200,000 were received August 11, 1999 from City Tele-Coin, Inc. for advance telephone commissions. City Tele-Coin, Inc. will deduct an amount sufficient to allow City to recoup the advanced commissions together with all interest accumulated on said sum at the rate of 9% annum. The monthly deduction will be computed by amortizing the advance plus accrued interest over a period of forty-eight months.

11. REGIONS MASTER LEASE

The Claiborne Parish Sheriff entered into a master lease program with Regions Leasing having a \$450,000 open credit line to be used for the purchase of furniture and equipment for the Detention Center. Future payments will include monthly interest payments of 5.9223% until such time as the project is finished, then monthly lease payments will be made based on the total lease amount. At June 30, 2000 interest payments equaled \$2,690.

12. LITIGATION AND CLAIMS

At June 30, 2000, the Claiborne Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)**13. EXPENDITURES OF THE SHERIFF'S OFFICE
PAID BY THE PARISH POLICE JURY**

The Claiborne Parish Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Claiborne Parish Police Jury.

14. GRANT PROGRAMS

The Claiborne Parish Sheriff participates in various grant programs funded by the state and federal governments. The following schedule provides selected information on various grants for the year ended June 30, 2000.

<u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM NAME</u>	<u>CFDA NUMBER</u>	<u>PASS THROUGH GRANT NUMBER</u>	<u>EXPENDITURES</u>
FEDERAL PROGRAMS			
Federal Emergency Management Agency Passed through Louisiana Department of Military Affairs- Emergency Management	83.544		<u>\$3,311</u>
United States Department of the Interior Direct program - Payment in Lieu of Taxes	15.000	N/A	<u>800</u>
United States Department of Justice Direct program - Community Oriented Policing Services	16.710	N/A	1,730
Direct program - Local Law Enforcement Block Grant	16.592	N/A	
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:			
Drug Task Force	16.579	98-B1-B.02-0H01	15,801
Home Detention Care Program	16.540	J97-1-005	2,718
Fund Technology, Equipment/Training	16.523	A98-8-017	<u>362</u>
Total United States Department of Justice			<u>20,611</u>
Total Federal Financial Assistance			<u>24,722</u>
STATE PROGRAMS			
Louisiana Commission on Law Enforcement and Administration of Criminal Justice -			
Dare Program	N/A	E98-1-003	<u>23,620</u>
Total Financial Assistance			<u>\$48,342</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

15. PRIOR PERIOD ADJUSTMENT

The beginning fund balance of the General Fund has been adjusted to correct a payable to the sheriff in prior years that will not be paid. The following reconciles the prior year ending fund balance with beginning fund balance shown on Statement B.

Fund balance as previously reported	\$513,105
Correction of prior year payable	<u>22,000</u>
Fund balance restated	<u><u>\$535,105</u></u>

SUPPLEMENTAL INFORMATION SCHEDULES

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended June 30, 2000

SPECIAL REVENUE FUNDS

DETENTION CENTER OPERATING FUND

The Detention Center Operating Fund accounts for general revenue and operating expenditures of the Detention Center.

INMATE COMMISSARY

The Commissary Fund accounts for the profit made from the inmate fund. These funds will be used to purchase necessary items for the inmates.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS

Combining Balance Sheet, June 30, 2000

	DETENTION CENTER OPERATING FUND	INMATE COMMISSARY FUND	TOTAL
ASSETS			
Cash	\$153	\$2,268	\$2,421
Due from other funds	86,952		86,952
TOTAL ASSETS	<u>\$87,105</u>	<u>\$2,268</u>	<u>\$89,373</u>
LIABILITIES			
Accounts payable	\$29,729		\$29,729
Due to other funds	57,223		57,223
Fund Balance - unreserved - undesignated	153	\$2,268	2,421
TOTAL LIABILITIES AND FUND EQUITY	<u>\$87,105</u>	<u>\$2,268</u>	<u>\$89,373</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUND TYPE - SPECIAL REVENUE

Combining Schedule of Revenues, Expenditures, and
Changes in Fund Balances
For the Year Ended June 30, 2000

	DETENTION CENTER OPERATING FUND	INMATE COMMISSARY FUND	TOTAL
REVENUES			
Fees, charges, and commissions for services - other		\$36,289	\$36,289
Use of money and property	\$3		3
Other	250		250
Total revenues	<u>253</u>	<u>36,289</u>	<u>36,542</u>
EXPENDITURES			
Public safety:			
Current:			
Personal services and related benefits	61,390		61,390
Operating services	35,522		35,522
Materials and supplies	78,824	37,416	116,240
Total expenditures	<u>175,736</u>	<u>37,416</u>	<u>213,152</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(175,483)</u>	<u>(1,127)</u>	<u>(176,610)</u>
OTHER FINANCING SOURCE			
Transfers in	175,636		175,636
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES	153	(1,127)	(974)
FUND BALANCES AT BEGINNING OF YEAR	<u>NONE</u>	<u>3,395</u>	<u>3,395</u>
FUND BALANCES AT END OF YEAR	<u>\$153</u>	<u>\$2,268</u>	<u>\$2,421</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2000

FIDUCIARY FUND TYPE - AGENCY FUNDS

CIVIL FUND

The Civil Fund accounts for funds held in civil suits, sheriff's sales, and garnishments and payment to recipients in accordance with applicable laws.

CRIMINAL FUND

The Criminal Fund accounts for bonds, fines and costs, and payment of these collections to recipients in accordance with applicable laws.

INMATE TRUST FUND

The Inmate Trust Fund accounts for individual prisoner account balances. Funds are deposited in the name of the inmate and are payable upon request. Balances in the individual inmate accounts are returned upon completion of their jail sentences.

TAX COLLECTOR FUND

Article V, Section 27 of the Louisiana Constitution of 1974, provides that the sheriff will serve as the collector of state and parish taxes, licenses, and fees. The Tax Collector Fund is used to collect and distribute these taxes, licenses, and fees to the appropriate taxing bodies.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 2000

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE TRUST FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
ASSETS					
Cash and cash equivalents	<u>\$3,055</u>	<u>\$41,230</u>	<u>\$1,955</u>	<u>\$68,978</u>	<u>\$115,218</u>
LIABILITIES					
Due to General fund		\$473			\$473
Due to taxing bodies and others	<u>\$3,055</u>	<u>40,757</u>	<u>\$1,955</u>	<u>\$68,978</u>	<u>114,745</u>
Total liabilities	<u>\$3,055</u>	<u>\$41,230</u>	<u>\$1,955</u>	<u>\$68,978</u>	<u>\$115,218</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled
Balances Due to Taxing Bodies and Others
For the Year Ended June 30, 2000

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE TRUST FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1999	<u>\$2,400</u>	<u>\$31,256</u>	<u>\$739</u>	<u>\$99,146</u>	<u>\$133,541</u>
ADDITIONS					
Deposits:					
Ad valorem taxes:					
Current year				5,056,829	5,056,829
Prior year				3,270	3,270
Protested taxes				121	121
State Revenue Sharing				370,212	370,212
Sportsmen licenses				59,821	59,821
Occupational licenses				32,362	32,362
Interest on:					
NOW accounts				3,858	3,858
Delinquent taxes				3,907	3,907
Protested taxes held in escrow				3,058	3,058
Tax notices, etc.				9,347	9,347
Sheriff's sales	343,807				343,807
Fines, forfeitures, and costs		265,741			265,741
Garnishments	84,142				84,142
Other deposits	<u>154,758</u>		<u>33,485</u>		<u>188,243</u>
Total additions	<u>582,707</u>	<u>265,741</u>	<u>33,485</u>	<u>5,542,785</u>	<u>6,424,718</u>
Total	<u>585,107</u>	<u>296,997</u>	<u>34,224</u>	<u>5,641,931</u>	<u>6,558,259</u>
REDUCTIONS					
Deposits settled to:					
Louisiana Department of Forestry				23,088	23,088
Louisiana Tax Commission				1,665	1,665
Louisiana Department of Wildlife and Fisheries				51,169	51,169
Claiborne Parish:					
Assessor				525,169	525,169
Clerk of Court	285,971	10,517			296,488
Sheriff's General Fund	43,917	32,336		835,823	912,076
Police jury		17,989		1,414,075	1,432,064
Salary - judge's secretary		28,665			28,665
School board				1,899,339	1,899,339
Hospital District No. 2				3,563	3,563

(Continued)

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

FIDUCIARY FUND TYPE - AGENCY FUNDS

Schedule of Changes in Unsettled Balances

Due to Taxing Bodies and Others, etc.

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE TRUST FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
REDUCTIONS					
Deposits settled to:					
Claiborne Parish (Contd.):					
Fire Protection Districts:					
Evergreen				\$1,174	\$1,174
Haynesville No. 3				132,883	132,883
Homer No. 4				111,520	111,520
South Claiborne No. 5				90,091	90,091
No. 6				205,552	205,552
Haynesville Recreation District				128,911	128,911
Village of Athens				4,745	4,745
Town of Junction City				1,449	1,449
Pension funds				140,662	140,662
District attorney		\$40,158			40,158
Judicial expense fund		15,864			15,864
Indigent defender board		29,147			29,147
Municipalities		3,052			3,052
Attorneys, appraisers, etc.	\$6,590				6,590
Litigants	242,925				242,925
North LA Crime Lab		14,145			14,145
Commission on Law Enforcement		6,739			6,739
Department of Public Safety		3,000			3,000
LA Supreme Court CMIS		2,232			2,232
LA Rehab. Services THSCITF		4,295			4,295
Second Judicial Criminal Court		47,506			47,506
Other reductions	2,649	595	\$32,269	2,075	37,588
Total reductions	<u>582,052</u>	<u>256,240</u>	<u>32,269</u>	<u>5,572,953</u>	<u>6,443,514</u>
UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 2000	<u>\$3,055</u>	<u>\$40,757</u>	<u>\$1,955</u>	<u>\$68,978</u>	<u>\$114,745</u>

(Concluded)

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



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116 PROFESSIONAL DRIVE,
WEST MONROE,
LOUISIANA 71291
PHONE 318.325.2121
TOLL FREE LOUISIANA
1.800.541.5020
FAX 318.324.1630

Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

I have audited the general purpose financial statements of the Claiborne Parish Sheriff as of and for the year ended June 30, 2000 and have issued my report thereon dated August 29, 2000. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Claiborne Parish Sheriff's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Claiborne Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

June 30, 2000

This report is intended for the information of the Claiborne Parish Sheriff, management of the sheriff's office and interested state agencies and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Vernon R. Adams", is written over the printed name.

Vernon R. Adams

West Monroe, Louisiana

August 29, 2000

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2000

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Claiborne Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Claiborne Parish Sheriff were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control Over Financial Reporting.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

**CLAIBORNE PARISH SHERIFF
Homer, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2000**

There were no audit findings reported in the audit for the year ended June 30, 1999.